

Enrolling Students

System Links:

- Click your name to **Edit** your account
- Subscriptions:** shows all products licensed to the account
- Logout:** logs you out of the system
- Switch Schools:** allows you to change sites if you have multiple sites assigned to your account
- ?** : houses product guides and info

1

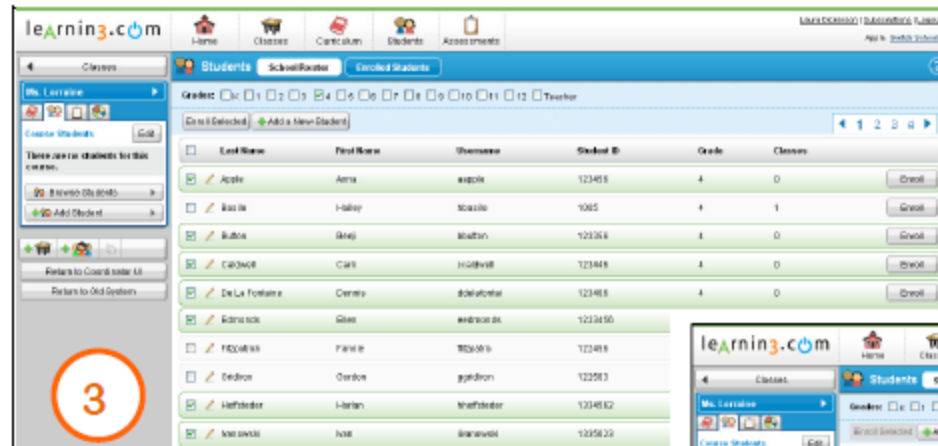
Select a **Grade** level to refine your search. If you have a multi-grade-level class you may select both grade levels. Then click the **Course Students** icon tab to the right of the Curriculum icon tab in the left navigation menu.

2

After selecting a grade level, the **School Roster** tab displays alphabetically all student records in the system at that grade level. Each row contains a **check box** for enabling the **Enroll Selected** button, the edit **Pencil** icon, the **Last Name** and **First Name**, the **Username**, **Student ID**, **Grade**, number of **Classes** enrolled in and the individual **Enroll** button for each student.

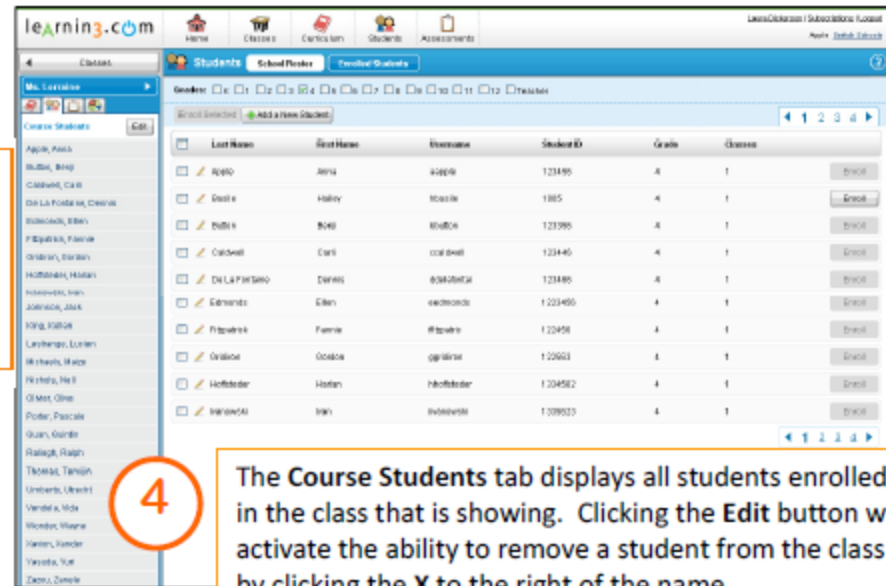
<input type="checkbox"/>	Last Name	First Name	Username	Student ID	Grade	Classes	Enroll
<input type="checkbox"/>	Apple	Acra	apple	121458	4	0	Enroll
<input type="checkbox"/>	Baile	Haley	hbaile	1085	4	1	Enroll
<input type="checkbox"/>	Baile	Danij	baile	121358	4	0	Enroll
<input type="checkbox"/>	Caldwell	Carl	ccaldwell	121448	4	0	Enroll
<input type="checkbox"/>	De La Portillo	Doerig	edlafor1	121488	4	0	Enroll
<input type="checkbox"/>	Edwards	Ellen	edwards	1213455	4	0	Enroll
<input type="checkbox"/>	Figueroa	Fernan	ffiguero	121455	4	0	Enroll
<input type="checkbox"/>	Goldman	Ordon	goldman	121583	4	0	Enroll
<input type="checkbox"/>	Hortleder	Helen	hhortled	1214802	4	0	Enroll
<input type="checkbox"/>	Marshall	Jos	jmarshall	1215822	4	0	Enroll

Enrolling Students



Checking the box to the left of the student name selects and highlights that student in green. Selecting multiple students and clicking the **Enroll Selected** button enrolls the selected en masse. Students can be selected on multiple pages and then enrolled.

Clicking the **Enroll** button to the right of each student's name will enroll that student into the selected class under **Course Students**. The button is active when it is white. If the student has been enrolled previously, the Enroll button will be greyed out.



The **Course Students** tab displays all students enrolled in the class that is showing. Clicking the **Edit** button will activate the ability to remove a student from the class by clicking the X to the right of the name.

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To add a new student into the system, click the Add a New Student button.

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Fill in the Student ID, First Name, Last Name, and select the Grade level. For the Username either create one for the student or check the **Create Username Automatically** option. The naming convention for auto-generate is first initial then last name concurrently. Fill in the password and then chose to **Save and Add Another**, **Save** or **Cancel**. The student will be saved.

The screenshot shows the leArnin3.com interface. On the left, there is a sidebar with a list of users. The main area is titled 'Add a New Student'. It contains the following fields and options:

- Student ID:** A text input field with the value '074002'.
- First Name:** A text input field with the value 'Zarale'.
- Last Name:** A text input field with the value 'Zazu'.
- Grade:** A dropdown menu with the value '4' selected.
- Create Username Automatically:** A checked checkbox.
- Username:** A text input field with the value 'gzazu'.
- Password:** A text input field with the value 'lgyr'.
- Buttons:** 'Save and Add Another', 'Save', and 'Cancel'.